



Serving the People of California

State of California / Employment Development Department

***Magnetic Media
Reporting Requirements
for***

***— New
— Employee
— Registry
— Program***

Employment Tax Branch

February 1, 1993

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I. Introduction

Background

Senate Bill 1423 established a New Employee Registry within the Employment Development Department (EDD) that will assist Department of Justice and Department of Social Services with the location of parents who should be, but are not now, paying child support. The new law requires employers, who are doing business in specific industries which are identified by Standard Industrial Classification (SIC) codes, to report any employees who have been hired, rehired or returned to work since April 1, 1993. Targeted employers must report their new or rehires within 30 days of hiring.

Those employers wishing to do so may report their new or rehire information to EDD on magnetic media. Under this program, employers may file a magnetic tape or diskette containing their new hire information. Any questions regarding this program should be directed to the Magnetic Media Coordinators, Employment Development Department, P.O. Box 826880, MIC 23, Sacramento, CA 94280-0001, (916) 654-6845.

II. Program Requirements

Minimum Requirements

Employers with a monthly average of 50 new hires.

Application Requirements

Attachment I, Magnetic Media Filing Application, DE 164, should be detached and completed to obtain the necessary approval to file new or rehire information on magnetic media. On the application under the "Filing Information" heading, please write "**New Employee Registry**". The DE 164 may also be obtained by contacting the Magnetic Media Coordinators at the address and telephone number shown above.

The Approval Process

Before an organization can begin reporting on magnetic media to the State it must first receive filing approval by completing and mailing a Magnetic Media Filing Application. EDD will respond to the application within 30 days of receipt. Once approved, a test file must be submitted. Test files may be submitted any time during the year prior to the initial reporting.

Magnetic Media Filing Requirements

Magnetic media reporting is an alternative to filing hard copy, but like hard copy, must be filed timely. New employee information may be filed on either one-half (1/2"), 9 track magnetic reel tape, 8 inch diskette, 5 1/4 inch diskette or 3 1/2 inch diskette. Magnetic tapes are returned after processing is completed.

Program Restrictions

EDD reserves the right to terminate this program if for any reason the Department considers it in the best interest of the State.

III. Magnetic Media Specifications and Format

Tape Specifications

Data must be written on a one-half inch (1/2"), 9 track magnetic reel tape in the unpacked mode. Recording density must be 1600 bits per inch (BPI). No label tapes are preferred, however tapes may contain standard IBM OS/VS header and trailer labels. Labels must be separated from the data records by a tape mark. Magnetic tapes should be recorded in Extended Binary Coded Decimal Interchange Code (EBCDIC). Header and trailers must be written in the same recording density as the data records.

Records on the tape must be created fixed block. Tapes written variable blocked with record descriptor words are not acceptable and will be returned to the transmitter for correction. Records created at the conventional length of 175 bytes are to be blocked at 10 records per block. A short block is acceptable only at the end of the tape file. There is only one 175 byte record that is repeated for each new or rehire to be reported on the tape file. You may report multiple employers on the same tape.

Diskette Specifications

Data may be written on either an 8 inch diskette, 5 1/4 inch diskette or 3 1/2 inch diskette. The one 175 byte record is repeated for each new or rehire to be reported on the diskette file. You may report multiple employers on the same diskette file.

1. 8 inch Diskette
 - a. It must be recorded in the basic data exchange mode in EBCDIC.
 - b. It must contain 77 tracks of which:
 - Track 0 is the index track which must contain standard data set label information noted in the record layout section of this pamphlet.
 - Track 1 through 73 are data tracks.
 - Track 74 is unused.
 - Track 75 and 76 are alternate data tracks.
 - Each track must contain 26 sectors.
 - c. Either single sided single density, single sided double density, or double sided double density, soft sector diskettes will be accepted.
 - d. Diskettes created on systems compatible with any of the IBM systems, e.g., System 36, are recommended.
2. 5 1/4 inch Diskette
 - a. Must be recorded in standard ASCII code.
 - b. Records must be fixed lengths, 175 bytes per record.
 - c. Single sided single density, single sided double density, double sided density or double sided high density diskettes will be accepted.
 - d. Must be created on MS/PC-DOS operating systems.
3. 3 1/2 inch Diskette
 - a. Must be recorded in standard ASCII code.
 - b. Records must be fixed lengths, 175 bytes per record.
 - c. Only double sided double density or double sided high density diskettes will be accepted.
 - d. Must be created on MS/PC-DOS operating systems.

Shipping Instructions

Complete a transmittal form for each magnetic media file. Affix a completed transmitter identification label to each tape or diskette and mail with the completed transmittal form to:

Employment Development Department
Data Capture Group, MIC 23
P.O. Box 826880
Sacramento, CA 94280-0001

New Employee Registry Format

General Record Usage Information

This format may be used for either magnetic tape or diskette. When using 5 1/4 and 3 1/2 inch diskettes, the file name should be reported as "NEWHIRE". There is only one record type used for this format. The one 175 byte record is repeated for each employee to be reported on the file. You may report multiple employers on the tape. Use only upper case letters when reporting.

LOCATION	FIELD	LENGTH	DESCRIPTION AND REMARKS
1-8	State Employer Account Number	8	The eight number assigned by the Employment Development Department. No hyphens.
9-58	Employer Name	50	Left justify, blank fill.
59-98	Street Address	40	Left justify, blank fill.
99-123	City	25	Left justify, blank fill.
124-125	State	2	Use the standard FIPS postal abbreviation. Left justify.
126-130	ZIP Code	5	Enter a valid ZIP Code. Left justify.
131	Employee's First Initial	1	Enter first initial of employee's first name.
132-151	Employee's Surname	20	Left justify, blank fill.
152-160	Employee's Social Security Number	9	Left justify.
161-175	Blank	15	Enter blanks.

8 INCH DISKETTE HEADER LABEL

A standard data set label must be generated in the eighth sector of the index track on 8 inch diskettes in accordance with the specifications listed below.

Normally the operating system will generate header information for 5 1/4 and 3 1/2 inch diskettes. Therefore, header specifications will not be provided here, with one exception. The file name should be reported as "NEWHIRE". No other file entries should appear in the directory of the State's file copy.

RECORD NAME: Diskette Data Set Label (8" only)

LOCATION	FIELD	LENGTH	DESCRIPTION AND REMARKS
1-4	Header Identifier	4	Label identifier for system application. Enter "HDR1".
5		1	Blank
6-13	Data Set Name	8	Descriptive name for data set. Enter "NEWHIRE".
14-22		9	Blank
23-27	Record Length	5	Logical record length. Enter: "00175".
28		1	Blank
29-33	Beginning of Extent (BOE)	5	Identifies the address of the first sector of the data set. Enter the address (track and sector: TTSSS) of the beginning of the data set.
34		1	Blank
35-39	End of Extent (EOE)	5	Identifies the address of the last sector reserved for this data set. Enter the address (track and sector; TTSSS) of the last sector reserved for this data set. Must not exceed 73026.
40-42		3	Blank
43	Write Protect Indicator	1	If "P", the data set can be read only. If blank, it allows both reading and writing.

RECORD NAME: Diskette Data Set Label (8" only) (Continued)

LOCATION	FIELD	LENGTH	DESCRIPTION AND REMARKS
44	Interchange Type Indicator	1	Blank
45	Multi-volume Indicator	1	Enter a blank if the data set is contained on one diskette. Enter a "C" if the data set is continued on another diskette. Enter an "L" to indicate the last diskette of a file.
46-47	Volume Sequence Number	2	Indicates the volume sequence of a multi-volume file. Sequence must be consecutive beginning with 01.
48-53	Creation Date	6	This field is optional. Format is YYMMDD for year, month and day. Otherwise, enter blanks.
54-66		13	Blanks
67-72	Expiration Date	6	This field is optional. The format is the same as for the Creation Date. Otherwise, enter blanks.
73	Verify Indicator	1	Must contain a "V" or blank. "V" indicates the data set has been verified. The field is blank until verified.
74		1	Blank
75-79	End of Data (EOD)	5	Enter the address (track and sector: TTSSS) of the sector directly following the last data record in the data set. This entry must not exceed the entry in positions 35-39.
80-175		96	Blank



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MAGNETIC MEDIA FILING REGISTRATION

Send to:
MAGNETIC MEDIA COORDINATORS, MIC 15
EMPLOYMENT DEVELOPMENT DEPARTMENT
P.O. BOX 826880
SACRAMENTO, CA 94280-0001
(916) 654-6845

Please complete the following information if your company plans to file on magnetic media.

Transmitting Company Name	Date
Address	Federal Employer Identification Number
City, State and ZIP	State Employer Account Number
Contact for Technical Information (Name) Title	Telephone Number and Extension ()

FILING INFORMATION

Please indicate the document type(s) you plan to file and the filing period when you plan to begin filing on magnetic media.	
<input type="checkbox"/> DE 6 <input type="checkbox"/> 1 st Quarter <input type="checkbox"/> 2 nd Quarter <input type="checkbox"/> 3 rd Quarter <input type="checkbox"/> 4 th Quarter Year: _____	
<input type="checkbox"/> Other _____	
Please indicate the estimated average number of employees to be reported during the reporting period. _____	
Do you plan to act as a transmitter for other Employers?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, please prepare a list of the names, State Employer Account Numbers, Federal Employer Identification Numbers (FEIN) and estimated numbers of employees of those employers you plan to report for and attach it to this form.	
Do you plan to purchase software or services to create your media file?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, please provide the following information:	
Software/Service Company Name	Representative Name Telephone Number ()

SYSTEM/MEDIA CHARACTERISTICS

TAPE	DISKETTE
Computer Make/Model:	System Model; e.g., IBM System 36:
Recording Density (BPI): <input type="checkbox"/> 6250 <input type="checkbox"/> 1600	Operating System; e.g., MS-DOS V4.0:
Coding Structure: <input type="checkbox"/> FBCDIC <input type="checkbox"/> ASCII	Diskette Size: <input type="checkbox"/> 5 1/4" <input type="checkbox"/> 3 1/2"

AUTHORIZED REPRESENTATIVE OF ORGANIZATION

Name and Title (Type or Print)	Telephone Number ()
Signature	Date



**Pete Wilson
Governor
STATE OF CALIFORNIA**

**Sandra R. Smoley, R.N.
Secretary
HEALTH AND WELFARE AGENCY**

**Ray Remy
Director
EMPLOYMENT DEVELOPMENT DEPARTMENT**